



Town of Rowe  
**Board of Selectmen** Minutes  
Thursday April 16, 2020 –6:30 p.m.  
VIA TELECONFERENCE

*This meeting will be held via video conference, consistent with Gov. Baker's temporary modifications to Open Meeting Law.*

**REMOTE PARTICIPATION INFORMATION:**

Video and/or audio

Meeting Host: zoom.us

Meeting ID: 288-065-7034

URL: <https://zoom.us/j/2880657034>

Telephone: 312-626-6799

**Present:** Chair Chuck Sokol, Vice-Chair Jennifer Morse, Ed Silva, Selectman and Executive Secretary Janice Boudreau

**Audience:** Joanne Semanie, Paul McLatchy III, Loretta Dionne, Laurie Pike, Rick Williams (joined at 7:05)

**Call to Order:** The meeting was called to order by Chair Sokol at 6:30 p.m. via remote participation.

**MOTION: Roll call vote to call to order:**

**Chair Sokol:** yes

**Selectman Silva:** yes

**Vice-Chair Morse:** yes

Announcement of recording devices: two

**Selectboard Business**

**A. New Business**

1. **Discuss Draft Covid-19 Compensation:** The Board reviewed the Covid-19 Compensation Employees. This memorandum serves as a set of guidelines for the various town departments regarding employee compensation during the national, state, and/or local state of emergency regarding the novel coronavirus, also known as COVID-19. The memo is acting as a guideline for various town departments to use in regards to continuing employment, maintain safe guidelines and judgment whether to pay or not pay town employees. Following review, it was decided to send out to town boards and depts. Allowing them the power to make decisions.

**Chair Sokol made a motion to send the Covid-19 Compensation Guideline to Depts. And Boards as presented. The motion was seconded by Vice-Chair Morse.**

**MOTION: Roll call vote :**

**Chair Sokol:** yes

**Vice-Chair Morse:** yes

**Selectman Silva:** yes

**Joined the Meeting:** Rick Williams joined the meeting at 7:05 p.m.

**B. Old Business**

1. **Discuss Town Administrator Position:** Selectman Silva presented an updated version of the Town Administrator Job Description, based on the Ashfield Town Administrator version that was discussed at a prior meeting. He highlighted items that he felt were not being addressed by the current staff at Town Hall for further discussion.

There was emphasis on the duties to be performed by a Town Administrator:

- Overseeing town operations with authority
- Have more oversight of town employees
- Selectman would like to have more comprehensive reporting to better make decisions
- To have a more comprehensive capital strategic planning to work with Board of Selectmen and Finance Committee to develop long and short range plans
- To have an administrator to be working throughout the year with departments discussing their budgets
- Overseeing hiring to a greater extent of recommendation and oversight
- Involved with personnel policies and procedures
- Receiving and dealing with citizen complaints
- Works with legal counsel and implement response
- Set the agenda and assign clerical work
- There was discussion about trying to keep the minutia out of the position

**Left the Meeting:** Loretta Dionne left the meeting at 8:07 p.m.

Town Bylaw:

- Vice-Chair Morse said she would provide an example of a town bylaw to establish the position for the town so that it would remain permanently.

Finance Committee Review:

- Chair Sokol said he would like to present it to the Finance Committee for review. Vice-Chair Morse said she thought the current budget could support both the Town Administrator and Assistant position with reallocation of time and salaries.

**Unforeseen Business (within preceding 48 hours):**

**FY21 Budget:**

It was noted that the effect of the Covid-19 will have a great effect on state revenues and that as a consequence the town should be prepared to modify its budgets. It was mentioned that John Franzoni, School Superintendent said at the prior meeting with Finance Committee that state aid to schools will most likely be affected.

**Town Administrator and Town Administrator Assistant:** Next meeting would be focused on completing the Town Administrator Assistant position.

Executive Secretary Commented: Janice Boudreau said that she wanted to thank Danielle Larned custodian who has been doing an extraordinary job at performing cleaning and keeping employees safe. She also commended her fellow employees who were wearing masks and properly distancing.

Citizen Comments: None

Adjournment:

MOTION: Chair Sokol made a motion to adjourn the meeting at 8:38 p.m. The motion was seconded by Vice Chair Morse.

A roll call vote was taken:

Chair Sokol:                      yes

Vice-Chair Morse:            yes

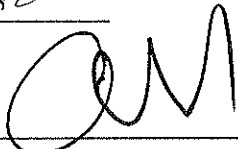
Selectman Silva:              absent

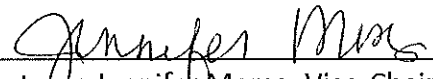
Respectfully Submitted,

Janice Boudreau, Executive Secretary

Approval Date:                      APRIL 30, 2020

Approved:

  
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Chuck Sokol, Chair

  
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Selectman Jennifer Morse, Vice-Chair

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Selectman Ed Silva

**Documents:**

1. Agenda 04/16/20
2. Draft Covid-19 Compensation
3. Covid-19 Essential Services Addendum A
4. Job Description – Draft Town Administrator – Ed Silva edits ver. 4/2/20
5. Job Description – Draft Assistant Town Administrator – Ed Silva edits ver. 4/2/20
6. Open Letter to Board of Selectmen – Janice Boudreau
7. MTWP – Letter to Goal Post
8. Emily Boss Update – re: Warner Hill Wildlife Corridor
9. Admin Asst. – email from Fire Chief
10. COVID-19 Meeting Notes 4-21-20
11. Executive Secretary Updates